

APPLICANT REQUIREMENTS

FOR TEMPORARY SPECIAL EVENT PERMITS

SECTION 6.03 OF THE CITY OF BEE CAVE CODE OF ORDINANCES

- Basic Information
 - Address of Event
 - Acreage of Event Space (depending on size, approval from TCEQ may be required)
 - Type of Event
 - Start and End Dates, Times of Event
- Applicant, Property Owner, Contact Person Day of Event Contact Information
- If proposing a tent, installer contact information
- Certificate of Liability Insurance naming the City of Bee Cave as an additional insured party
- Notification of Interested Parties
 - Proof of notification of all adjacent land owners within 200 feet of any boundary activity of any proposed event
 - Approval of temporary fire control measures by Lake Travis Fire and Rescue
 - Authorization from Land Owner to apply (if different from applicant)
- Site Layout showing existing buildings, temporary structures with dimensions (e.g. tents, stage, food vendors), proposed parking
- Description of Event Details, including information on
 - Temporary Structures ***if you are proposing to erect a tent(s), stage, or other temporary structure, upload a copy of the manufacturer's specifications and installation instructions ***
 - Parking
 - Circulation
 - Screening & Buffering
 - Sanitation
 - Lighting
 - Noise
 - Erosion Control
 - Site Restoration
 - Signage

